



KURT P. HENKE
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT Thursday, March 13, 2014 10545 Armstrong Avenue – Board Room Mather, California

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Orzalli. Board members present: Clark, Goold, Jones, Kelly, Monk, Orzalli, Scheidegger and Wood. Board members absent: Pierson. Staff present: Chief Henke, Board Clerk Penilla, Interim Board Clerk Kelly and General Counsel Larva.

PLEDGE TO FLAG

PUBLIC COMMENT: None

AWARD

- Acknowledgement of Accomplishment – Erin Castleberry (Davis)**
Recommendation: Acknowledge Accomplishment of Erin Castleberry – Grant Management Certification
Action: Chief Development Officer Davis acknowledged Ms. Castleberry's work and her achievement in receiving her Grant Management Certification.

CONSENT ITEMS

Action: Moved by Wood, seconded by Clark and carried unanimously by the members present to approve the Consent Calendar as noted below:

- Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Board meeting of February 27, 2014.
Action: Approved the Action Summary Minutes.
- Paying and Reporting Value of Employer Paid Member Contributions**
Recommendation: Adopt two (2) Resolutions for the California Public Employees' Retirement System (CalPERS) electing to pay and report the value of Employer Paid Member Contributions for all Safety and Miscellaneous Employees.
Action: Adopted Resolution No. 2014-50 and Resolution No. 2014-51.

3. **Meeting Schedule**

Recommendation: Approve calling a Special Meeting at 8:00 a.m. to approximately 5:00 p.m. on Thursday, April 3, 2014 for purposes of the Board's Annual Strategic Planning Workshop and approve cancelling the regular Board meeting scheduled for April 10, 2014.

Action: Approved calling a Special Meeting for April 3rd and cancelling the Regular Meeting of April 10th.

ACTION ITEMS

1. **Amendment to Professional Services Agreement for Public Outreach and Ballot Services – APCO Worldwide (Holbrook)**

Recommendation: Approve an amendment to the Professional Services Agreement with APCO Worldwide in an amount of \$291,500 for purposes of providing public outreach and printing and mailing of educational and ballot material.

Action: Moved by Goold, seconded by Clark and carried unanimously by the members present to approve an amendment to the Agreement.

2. **Amendment to Professional Services Agreement for Legal Services – Mandell Municipal Counseling (Holbrook)**

Recommendation: Approve an amendment to the Professional Services Agreement with Mandell Municipal Counseling in the amount of \$10,000 for specialized legal services associated with a proposed Fire Suppression Assessment Tax.

Action: Moved by Wood, seconded by Goold and carried unanimously by the members present to approve an amendment to the Agreement.

3. **Amendment to Professional Services Agreement – Roebbelen Construction Management Services and Bid Awards for Emergency Management Exercise Simulation Center (Davis)**

Recommendation: Adopt a Resolution approving an amendment to the Professional Services Agreement with Roebbelen Construction Management Services (CMAR) and Bid Awards to Elite Power Inc. and Spinitar for the final phase of the Emergency Management Exercise Simulation Center, installation of Audio Visual (AV) and Information Technology (IT) equipment and authorizing the Fire Chief to execute contracts.

Action: Moved by Goold, seconded by Wood and carried unanimously by the members present to adopt Resolution No. 2014-52.

4. **Leadership Legacy Recognition Award Policy (Orzalli/Wells)**

Recommendation: Adopt a new Leadership Legacy Recognition Award Policy.

Action: Moved by Monk, seconded by Jones and carried unanimously by the members present to adopt the Policy.

5. **Ballot – Carmichael Recreation and Park District Assessment (Board Clerk)**

Recommendation: Adopt a Resolution authorizing the Fire Chief to cast a Ballot in support of the Carmichael Recreation and Park District Assessment on District parcels located within the assessment area.

Action: Moved by Scheidegger, seconded by Clark and carried unanimously by the members present to adopt Resolution No. 2014-53 authorizing the Fire Chief to cast a ballot in support of the assessment.

6. **Nomination of Candidate for CSDA Board** (*Board Clerk*)
Recommendation: Nominate Director Pierson to be placed on the California Special Districts Association Ballot as a candidate for the CSDA's Board of Directors, representing Region 2, Seat C.
Action: Moved by Jones, seconded by Goold and carried unanimously by the members present to nominate Director Pierson to be placed on the CSDA ballot as a candidate for Board of Director's Region 2, Seat C.

PRESENTATIONS

1. **12 Lead Transmissions/STEMI Alert** (*Clough*)
Recommendation: Receive Presentation on Program.
Action: Received presentation by Captain Shawn Daly and Dana Bentley, RN with Mercy San Juan Medical Center.
2. **Expansion of Reserve Firefighter Program** (*Johnson*)
Recommendation: Receive Presentation on Program.
Action: Received presentation by Captain Johnson.

PRESIDENT'S REPORT

President Orzalli announced the appointment of Melissa Penilla as the new Board Clerk.

President Orzalli reported that he and the Superintendent of the Elk Grove School District have had meetings to discuss medical and fire service career paths for students.

FIRE CHIEF'S REPORT

Fire Chief Henke provided the Board with an update on the tax refunds procedures for the Sloughhouse/Rancho Murieta area. He stated that in 2013 the District discovered that due to a clerical error, approximately 3,800 parcels had erroneously been assessed a special tax for fire protection services. These assessments were \$100 per parcel per calendar year and the assessments were made beginning in FY 2005-2006. Fire Chief Henke reported that once staff became aware of the error, a procedure was put in place to stop billing this assessment for these parcels and to refund any payments made for the past four years as provided for by law.

Chief Henke informed the Board that the District's legal counsel has sought a legal opinion from the California Attorney General as to whether or not a public entity may voluntarily make a tax refund payment beyond the four year statutory period. He also reported that legal counsel has sent a letter to Assemblyman Ken Cooley requesting that he consider drafting legislation to permit the District to issue a voluntary refund of these tax payments beyond the current statutory period.

Fire Chief Henke also reported that discussion and action on a proposed Fire Suppression Assessment was initially scheduled for the Board meeting of March 27th but will now occur at a Special Meeting at 4:00 p.m. on April 3, 2014. Information regarding the proposed Assessment is on the District's website.

Meetings/Events attended by Staff:

- March 7 – Speaker at Supervisor MacGlashan Cabinet meeting
- March 12 – Fire Chief and Assistant Chief Clough attended Contra Costa Fire Chiefs meeting to discuss overview of GEMT, EMS and Ambulance Services

Save the Date:

- March 28 – SMFA Retirement Dinner, Croation Center, 6 p.m.
- March 31 – April 4 – 44th Annual Fire Mechanics Academy
- May 3 – 7 – Sacramento CAP to CAP event

Reassignments:

Assistant Chief Darren Taylor is acting Deputy Chief of Operations effective March 5, 2014 through May 31, 2014

Recruitments:

- Secretary closes March 21
- Human Resource Specialist closes March 21

OPERATIONS REPORT

Deputy Chief Darren Taylor reported that since the last Board meeting, staff has responded to 2,671 calls with a transport rate of 75%. He also reported that there have been 12 structure fires since the last report.

GENERAL COUNSEL'S REPORT

No report.

SACRAMENTO METROPOLITAN FIRE DISTRICT –FIREFIGHTERS LOCAL 522 REPORT

No report.

COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

1. **Executive Committee — (Orzalli)**
Next Meeting: TBA
2. **Communications Center JPA—(Cockrum)**
Next Meeting: March 25, 2014 – 9:00 A.M.
3. **California Fire & Rescue Training JPA — (Kelly)**
Next Meeting: March 27, 2014 – 9:00 A.M.
4. **Finance Committee — (Jones)**
Next Meeting: May 8, 2014 – 5:00 P.M.
5. **Policy Committee — (Pierson)**
Next Meeting – March 27, 2014

BOARD MEMBER QUESTIONS AND COMMENTS


Members of the Board congratulated Melissa Penilla on her appointment as Board Clerk.

Members of the Board praised the 12 Lead Transmissions/STEMI Alert Program and complimented staff on their work on this program and coordination with hospital staff.

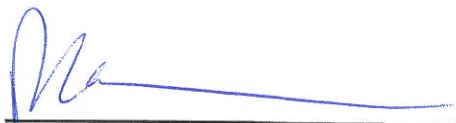
CLOSED SESSION: None

ADJOURNMENT


The meeting adjourned at 7:28 p.m.



Randy Orzalli, President



Dave Pierson, Secretary



Sherry M. Kelly, Interim Clerk of the Board